

## Job Detail

Staff Level

Position Title	HR Administrator
Company Name	EIRE Systems K.K.
Activated / Updated	2024-04-11 / 2024-04-24
Job Type	General Affairs/HR/Legal - HR/Personnel Labor (Payroll/Benefits) General Affairs/HR/Legal - Other General Affairs/HR/Legal - General Affairs
Industry	IT Consulting
Location	Asia Japan Tokyo
Job Description	<p>The HR Administrator is a critical role in the company and offers the right candidate a fantastic opportunity to have a real impact upon our diverse multi-cultural workforce and dynamic business operations.</p> <p>In this role you'll work alongside the HR Manager and collaborate closely with Recruitment, Finance/Accounting and Payroll departments.</p> <p>As a generalist, you'll support the daily operations Human Resources Department; especially personnel administration and employee relations.</p> <p>You'll work within established HR processes, procedures and standard work instructions but will also be expected to contribute ideas, suggest process improvements and solutions to problems as the need arises.</p> <p><b>Career Advancement:</b> It is intended that the HR Administrator will, over time, learn the full scope of the HR management role, and eventually become able to perform the majority of the HR Manager duties in the absence of the HR Manager.</p> <p><b>Responsibilities to include but not be limited to:</b></p> <ul style="list-style-type: none"> <li>● Functioning as a primary point of contact for employee relations and supporting all aspects of the administration involved in the employee life cycle.</li> <li>● Supporting employee relations procedures and communications, in collaboration with senior management and other internal teams, escalating/ sharing information as necessary, and always maintaining a high-level of professionalism and confidentiality.</li> <li>● Administer and process employee on-boarding and exit procedures.</li> <li>● Ensuring employee data (soft and hard employee files) are kept updated.</li> <li>● Administer relevant training programs, e.g., HR Inductions: conducting new employee orientations, explaining company policies, processes, and rules to new employees upon entering the company.</li> <li>● Assisting other departments relating to overtime and other related HR matters (e.g. collecting and reviewing employees' time sheets, assisting Payroll/Accounting with overtime calculations)</li> <li>● Managing employee holiday database and processing approved leave request forms.</li> <li>● Monitoring employee attendance and associated follow-ups.</li> <li>● Contracts control, filing, data entry and tracking employee contract renewal dates and notifying sales and management teams of upcoming renewals.</li> <li>● Supporting dispatched employee processes and assisting preparation of related dispatch employee documentation.</li> <li>● Preparation and processing of Visa applications for non-Japanese employees.</li> <li>● Preparation and issuance of employment related documents (e.g. certificate of enrollment, certificate of retirement)</li> <li>● Administration and coordination tasks related to employee annual medical examinations.</li> <li>● Other tasks that are deemed appropriate to the role and assigned by HR Manager.</li> </ul>
	EIRE Systems is a leading independent provider of professional IT services to the financial, insurance and multinational sectors in Japan and throughout the Asia-Pacific region. EIRE Systems has expertise across a wide spectrum of Information Technologies, with a track record for successfully completing

Company Info	<p>hundreds of assignments since its establishment in 1996.</p> <p>We provide professional IT services, both project-based and ongoing operational support, in two main areas:</p> <ol style="list-style-type: none"> <li>1. IT Services</li> <li>2. Project Management</li> </ol> <p>EIRE Systems - Tokyo, Asia-Pacific, Beyond...</p> <p>EIRE Systems provides a wide-range of career choices for internationally-minded technology and support professionals. From the company's small beginnings, EIRE Systems currently has 130 Tokyo-based employees and is expanding it's local, regional and global expertise. We have established offices in Hong Kong, Singapore and Shanghai and are reaching further as we grow our presence throughout the Asia-Pacific.</p> <p>Measures against passive smoking: No smoking indoors allowed.</p>
Qualifications	<p>Essential skills and experiences required:</p> <ul style="list-style-type: none"> <li>● Excellent communication skills (written and verbal) in Japanese and English</li> <li>● 2-3 years working experience in a Human Resources administration related role.</li> <li>● Experience supporting a similar professional services business model preferred.</li> <li>● Human Resources related qualifications or professional training</li> <li>● General knowledge and understanding of Japanese employment laws &amp; regulations</li> <li>● Knowledge and experience in Japanese social insurance process/procedures.</li> <li>● Good knowledge of MS Office (specifically Excel). Knowledge and experience working with various HR software tools advantageous.</li> <li>● Ability to and experience handling sensitive information in a confidential manner</li> <li>● Ability to maintain professionalism and confidentiality in all situations</li> <li>● Positive attitude, resiliency, and the ability to produce high quality and volume at a fast pace</li> <li>● Open-minded personality and flexibility to adjust to business requirements and take on additional responsibilities, as needed (and as is reasonable).</li> </ul>
English Level	Business Conversation Level (TOEIC 735-860)
Japanese Level	Fluent(JLPT Level 1 or N1)
Salary	JPY - Japanese Yen JPY 4500K - JPY 6000K
Salary Description	<p>Social Insurance          Commuting/ Transportation Allowance          Relaxation Facilities</p>
Holiday Description	<p>Five-Day Workweek          Paid Holidays          Congratulatory or Condolence Leave          Child-care Leave          Sick Leave</p>